



EUROPEAN COMMISSION

JOB DESCRIPTION

Post: Local Temporary Agent

Grade: Group I

Section: Delegation of the EU to the Republic of Serbia,
Information, Communication and Press Section

Start/finish Date: 01/11/2017 – 31/05/2018

Job title: Temporary Information and Communication Officer

1) Job contents

Under the supervision of the Head of Section, he/she will contribute to development and implementation of the communication strategy of the Delegation.

2) Functions and duties

COMMUNICATION AND PUBLICATION - Information, Communication, Publication

- Management and organisation of all press relations and communication activities of the Delegation (preparation of press releases, interviews, briefings, speeches, press conferences, press articles, press trips);
- General coordination and participation in all information activities of the Delegation (including public events, publications, websites, social media, Information Centre and Info Points);
- Coordination and organisation of visibility events, actions and campaigns related to EU-funded programmes and projects (including IPA and other EU programmes);

EXTERNAL COMMUNICATION (general)

- Contribute to the Delegation's press and information activities with a view to improving the Delegation's visibility in a structured and sustainable way;
- Contribute to developing, monitoring and updating the communication strategy of the Delegation to ensure impact and effectiveness;
- Contribute to the Delegation's communication efforts on social media.

- + INTERNAL COMMUNICATION (general) - Sectoral reporting to Headquarters
 - Under the supervision of the Head of Section, monitor and report regularly to Headquarters on local press impact of Delegation activities;
 - Coordinate Delegation's reporting on information activity.
 - Contribute to daily/weekly press reviews and press analyses for Headquarters;
 - Monitor and compile media monitoring for the Delegation and the Headquarters.

- + INTERNAL COMMUNICATION (general) - any other business
 - Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

3) Job requirements

Academic background: completed University degree in politics, international relations, journalism or social sciences.

Professional experience: at least five years of active professional experience in the field. Experience in the EU related visibility programmes would be a major asset.

Information technology: candidate must have a very good knowledge of Microsoft Office (word, excel, power point), and a good ability to use social media applications.

Languages: excellent knowledge of English and Serbian, including excellent written and verbal skills required.

Knowledge of other EU working language would be an advantage.

4) Personal competencies

The candidate must:

- Be flexible to work under pressure and to respond quickly to new demands.
- Be committed to assure quality and accuracy in performing his/her tasks.
- Have high ethical standards, including responsibility and discretion, and adherence to procedures. Hence, the person will have to sign a statement of confidentiality and absence of Conflict of Interests for every file under his/her review and evaluation at which he/she has been present.

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